



ki 2447

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Set up Microsoft 365 Multi-factor authentication

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[NL - MFA installeren voor Office 365.pptx](#)

Handleiding - NL

August 28, 2020 at 8:48 AM

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Manual - ENG

August 28, 2020 at 8:48 AM



To secure the use of applications made available by or through the University, the university decided to use Multi-factor authentication. This means that in addition to your password, you use a second factor, such as an approval of a verification request on your mobile phone.

This guide will help you set up this Multi-factor authentication. You basically only have to do this once. After you have gone through the manual, you will now use the Microsoft Authenticator app on your cell phone to log in to the university applications.

Would you rather follow this manual as an presentation? Download the presentation at the top of this page.

Step 1:

- On your laptop or computer, go to <https://portal.office.com> and log in with your email address (...@tilburguniversity.edu or ... @tias.edu) or if you don't have an university e-mail address u12345@campus.uvt.nl.

Note: You cannot use the @uvt.nl extension .



Sign in

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

Step 2:

- You are redirected to the Tilburg University Single Sign-on page.
- Log in with your username and password.

TILBURG UNIVERSITY

Understanding Society

Username

Password

Logon

Step 3:

- You are now on the screen to set up the Authenticator.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Cancel

Next

Step 4:

- Remain on the **Set up your account** page while you set up the Microsoft Authenticator app on your mobile device.

Microsoft Authenticator



Uw account instellen

Wanneer u daarom wordt gevraagd, kunt u meldingen toestaan. Voeg vervolgens een account toe en selecteer 'Werk of school'.

Vorige

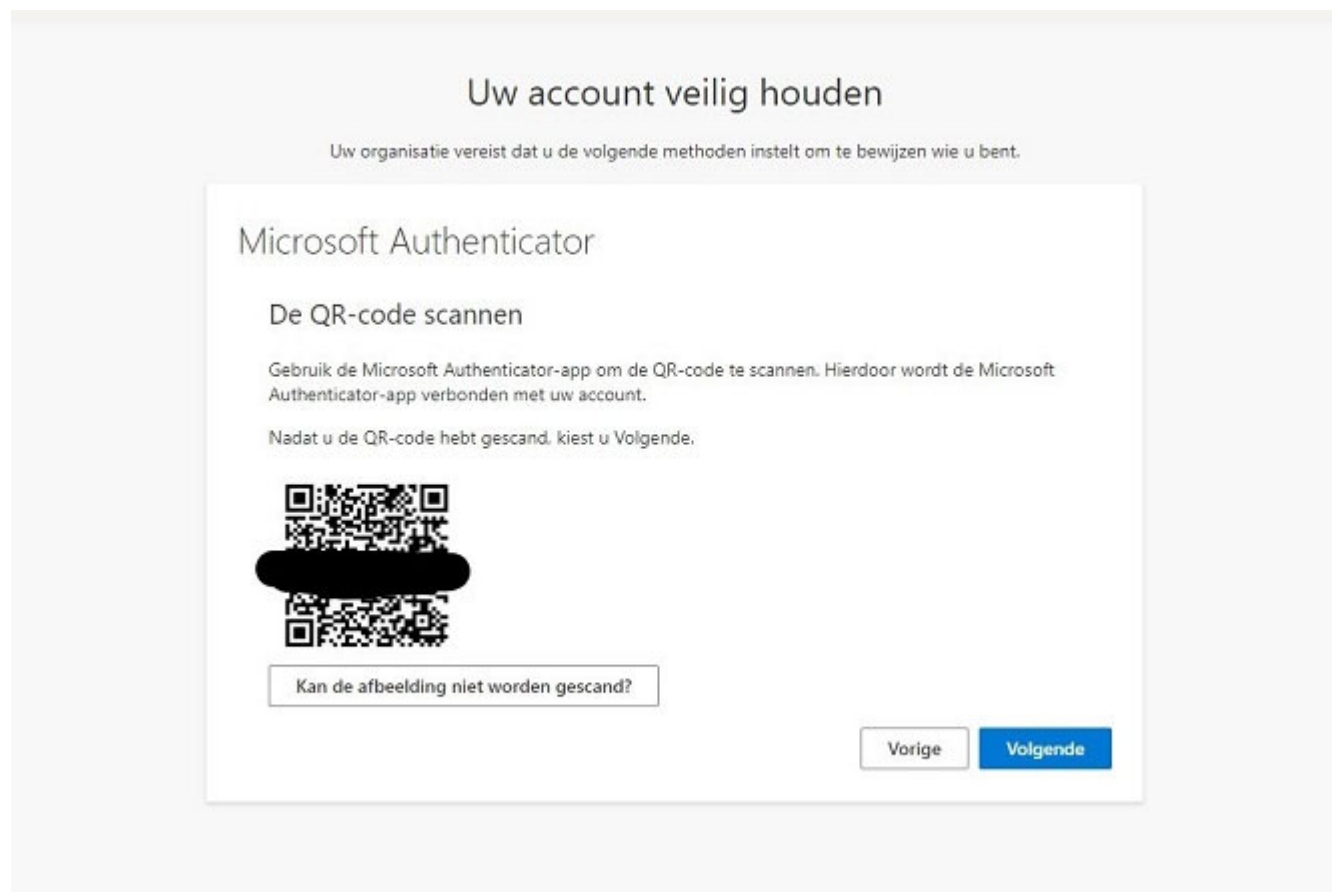
Next

Step 5:

- Open the Microsoft Authenticator app, select to allow notifications (if prompted), select **Add account** from the **Customize and control** icon on the upper-right, and then select Work or school account.

Step 6:

- Return to the **Set up your account** page on your computer, and then select **Next**. The Scan the QR code page appears.


**Step 7:**

- Scan the provided code with the Microsoft Authenticator app QR code reader.

Step 8:

- Select **Next** on the **Scan the QR code** page on your computer. A notification is sent to the Microsoft Authenticator app on your mobile device, to test your account.

Microsoft Authenticator



Let's try it out


Approve the notification we're sending to your app.


[Resend notification](#)

Step 9:

- Approve the notification in the Microsoft Authenticator app, and then select **Next**.

Microsoft Authenticator



 Melding goedgekeurd

You are now redirected to the Office 365 portal.

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Yes	No
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